

# **Residential Child Care Institutions (RCCI) Food Services Manual**

Adapted and expanded by the State of Idaho  
Department of Education from  
the manual produced by the  
State of Florida  
Department of Education

# Acknowledgments

This manual was designed for small Residential Child Care Institutions as a tool in helping them meet the Healthy School Meals Initiative. It was adapted from Florida's RCCI manual and funded by a United States Department of Agriculture (USDA) Team Nutrition Training grant awarded to the states of Alaska, Idaho, and Nevada. Sixteen trainers and state staff from each state provided guidance and suggestions to assure a training program responsive to the needs and resources of small RCCIs.

## Team Nutrition Grant States

- Alaska**      *State Department of Education Staff:* Kathee Hays, State Director; Kathleen Wayne, Child Nutrition Consultant  
*Nutrition Education Trainers:* Carolyn Kingry, Susan Hennon, Fatima Hoger, Carolyn McGinnis, Melissa Muchewicz
- Idaho**      *State Department of Education Staff:* Patricia Ruyle, State Director; Mary Breckenridge, Coordinator; Colleen Fillmore, School Lunch Specialist; SeAnne Safaii, NET Specialist; Mary Jo Marshall, School Lunch Specialist  
*Nutrition Education Trainers:* Anna Mae Florence, Elaine Long, Marisue Smith-Banes, Catherine Panfilio, Judi Schuerman, Mary Sugden
- Nevada**      *State Department of Education Staff:* Jean Baecher-Brown, State Director; Carolyn Garland, NET Coordinator; Ellen Leppa, NSLP Consultant  
*Nutrition Education Trainers:* Mary Agnes Boni, Coleen Smith, Darlene Dougherty, Barbara Scott, Mickey Riva
- Washington**      *Office of Public Instruction:* Betty Marcelynas, State Director; Carol Griffith, CACFP/NET Supervisor; Mary Leach, National School Lunch Program Supervisor
- USDA**      *Western Regional Office, Food and Consumer Service:* Joyce Reiling, Program Specialist; Laura Walter, Program Specialist

Special thanks to Bobett Button, Office Coordinator for the Team Nutrition Training Grant, for typing, editing and helping in the design of this updated manual. Special thanks also to Art Dixon, Office Coordinator for the Child Nutrition Programs for his work typing segments of this manual.



Request loan copies of this manual from:

Child Nutrition Programs  
Idaho Department of Education  
P.O. Box 83720  
Boise, Idaho 83720-0027  
Phone (208) 332-6820

Food and Nutrition Services  
Educational Program Support  
Alaska Department of Education  
801 W. 10th Street, Suite 200  
Juneau, Alaska 99801-1894  
Phone (907) 465-8708

Nutrition Education Programs  
Nevada Department of Education  
1850 E. Sahara Avenue, Suite 110  
Las Vegas, Nevada 89104  
Phone (702) 486-6672

Child Nutrition  
Superintendent of Public Instruction  
P.O. Box 47200  
Olympia, Washington 98504-7200  
Phone (360) 753-3580

The contents of this publication do not necessarily reflect the views or policies of the USDA, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.

These materials are available on loan to all persons, regardless of age, color, disability, national origin, religion, race, or sex. Persons who believe they have been denied equal opportunity for participation may write to:

Administrator, Food and Consumer Service  
U.S. Department of Agriculture  
3101 Park Center Drive  
Alexandria, Virginia 22302

# Table of Contents

Acknowledgments .....	ii	
Table of Contents .....	iv	
Definitions .....	v	
Introduction .....	vi	
Chapter 1 - Meeting the Nutrient Standards: A Roadmap for Success .....	Page 1-1	
Chapter 2 - Meal Planning .....	Page 2-1	
Chapter 3 - Food Preparation and Purchasing .....	Page 3-1	
Chapter 4 - Meal Service .....	Page 4-1	
Chapter 5 - Records and Reports .....	Page 5-1	
Chapter 6 - Program Requirements and Regulations .....	Page 6-1	
Chapter 7 - Food Safety .....	Page 7-1	
Chapter 8 - Preparing for a Review .....	Page 8-1	
Chapter 9 - Meal Patterns .....	Page 9-1	
Appendices:		
Appendix A	The 1995 Dietary Guidelines for Americans .....	A
Appendix B	Planning School and Child Care Meals Using the Food Guide Pyramid	B
Appendix C	Getting Started on Menu Planning Using NuMenus .....	C
Appendix D	Approved Software Programs for Nutrient Analysis .....	D
Appendix E	Foods of Minimal Nutritional Value .....	E
Appendix F	Inventory .....	F
Appendix G	Meal Count and Edit Forms .....	G
Appendix H	Frozen Food Storage Guide for Commodities .....	H

Appendix I    Menus and Recipes ..... I

# Definitions

**ADP** - Average daily participation.

**CAP** - Corrective Action Plan

**Child** - Person under the age of 21 currently admitted to RCCI as a resident (does not include children of the RCCI personnel or employees' children).

**CFR** - Code of Federal Regulations pertaining to Child Nutrition Programs.

**CN** - Child Nutrition

**CNP** - Child Nutrition Programs; all those programs authorized in the Child Nutrition Act and the National School Lunch Act, including lunch and breakfast.

**CRE** - Coordinated Review Effort

**Economically needy** - Enrolled children who are eligible for free or reduced price meals as

determined by the current income scale (as updated on July 1 every year) of the Child Nutrition Programs. service.

**Food component** - Means one of the four food groups which compose the reimbursable school meal, i.e., meat/meat alternate, milk, grains/breads and vegetables/fruits.

**Menu item** - A single food or combination of foods under NuMenus.

**Non-pricing program** - Meals are provided to children as part of the service to residents; meals are not sold separately for cash.

**Non-profit food service** - Food service maintained for the benefit of the children, with income from food service, if any, used solely for operation or improvement of food

**Offer versus Serve for  
NuMenus/Assisted  
NuMenus -**

Children must be offered a complete lunch, which includes an entree, milk and at least one side dish. If offered three menu items, a student can decline only one menu item. (They cannot decline the entree.) If offered more menu items, they cannot decline more than two. A breakfast meal must contain a minimum of three menu items from which the child may decline one.

**Offer versus Serve for  
Food Based/Traditional -**

Children must be offered a complete lunch of at least five items but may select three of the items offered, and that meal will still qualify for reimbursement. A breakfast meal must contain four items from which the child must choose at least three.

**Participation** - Number of children who received a reimbursable meal.

**Point-of service** - The point at which it is possible to determine that an eligible child has received a reimbursable meal.

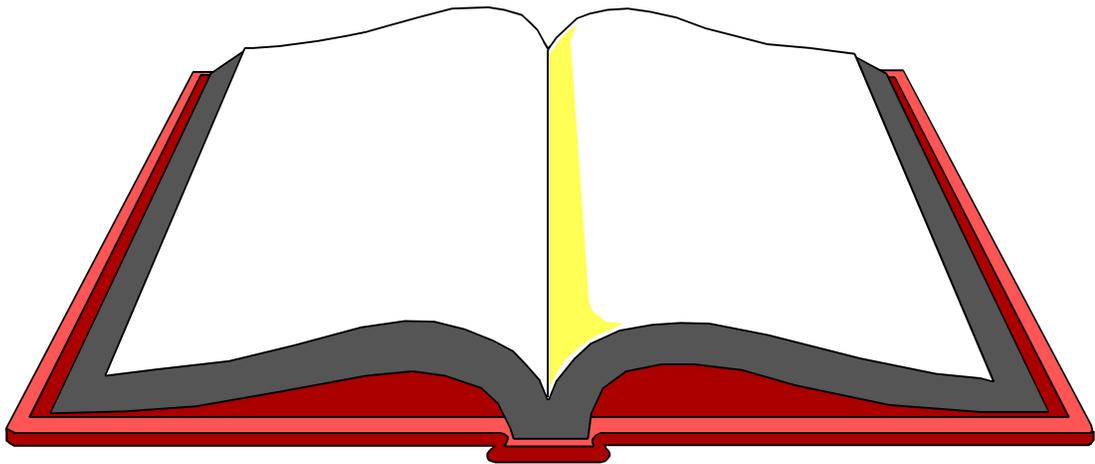
**Plate waste** - Food taken but not eaten.

**Reimbursement** - Money received for each meal served that meets federal meal requirements, amount based on type of meal served and category of child receiving the meal.

**Residential Child Care Institution (RCCI)** - Includes but not limited to homes for children with disabilities, unmarried mothers and their infants, group homes, halfway houses, orphanages, temporary shelters for abused and for runaway children, long-term care facilities for chronically ill children, and juvenile detention centers.

**School Food Authority (SFA)** - Any public or private non-profit (tax exempt) organization responsible for management of a child nutrition program.

**School Meals Initiative (SMI)** - An effort to provide healthy school meals that are consistent with the Recommended Dietary Allowances (RDA), the calorie goals and the Dietary Guidelines for Americans.



# Introduction

This manual has been written for the small RCCI having 10-15 students and no full time cook. The purpose of this manual is to help directors of Residential Child Care Institutions:

- ◆ serve meals that promote healthy eating behaviors in their residents
- ◆ serve meals that meet the USDA's Healthy School Meals Initiative, and
- ◆ manage the food service to assure the fiscal integrity of the National School Lunch and School Breakfast Programs.

Menus are included (Appendix I) which meet both the Food Based and the NuMenu requirements. The meals meet the the meal pattern and Nutrient Standards on a daily basis. The fact that the meals stand alone allows the menu planner to pick and choose among the menus, rearrange the meals, and still remain in compliance for Food Based or NuMenus requirements.

The first chapter provides basic information on the 1996 changes in meal requirements and menu planning methods. The rest of the manual can be considered as supporting material for the first chapter; or since training needs vary from one RCCI to another, this manual can be studied in units.

The manual includes nine units. If the RCCI is scheduled for a state review, the first chapter studied may be Chapter 8, "Preparing for a Review." If the need is to learn more about purchasing, begin study with Chapter 3, "Food Preparation and Purchasing."

Three videos supplement printed material in the manual: *Making Healthy Choices* enhances Chapter 2; *Food for Thought* enhances Chapter 3; and *Making the Most of Mealtimes* enhances Chapter 4.

We are indebted to many RCCI personnel who collaborated with us on this manual, particularly on the menus.